

EDITED KSA LISTING

CLASS: DENTAL ASSISTANT, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Knowledge of basic principles of infection control (e.g., sterilization, disinfection, standard precautions, etc.) to provide an essentially germ-free and safe environment.
K2.	Knowledge of basic methods of infection control (e.g., sterilizer, ultrasonic cleaner, surface disinfectants, barriers, Personal Protective Equipment (PPE), etc.) to provide an essentially germ-free and safe environment.
K3.	Moderate knowledge of the more common dental instruments (e.g., explorer, cotton pliers, carvers, scalers, elevators, forceps, etc.) to effectively provide instrumentation for dental procedures.
K4.	Moderate knowledge regarding the uses of the more common dental instruments (e.g., explorer, cotton pliers, carvers, scalers, elevators, forceps, etc.) to effectively provide instrumentation for dental procedures.
K5.	Moderate knowledge of the more common dental equipment (e.g., x-ray units, sterilizers, hand pieces, ultrasonic scalers, curing lights, amalgamators, etc.) to effectively assist in providing dental care.
K6.	Moderate knowledge regarding the uses of the more common dental equipment (e.g., x-ray units, sterilizers, hand pieces, ultrasonic scalers, curing lights, amalgamators, etc.) to effectively assist in providing dental care.
K7.	Moderate knowledge of the more common dental materials (e.g., amalgams, composites, bases, cements, sealants, alginates, etc.) to effectively assist in providing dental care.
K8.	Moderate knowledge regarding the uses of the more common dental materials (e.g., amalgams, composites, bases, cements, sealants, alginates, etc.) to effectively assist in providing dental care.
K9.	Moderate knowledge of dental self care (e.g., brushing, flossing, etc.) in order to educate and instruct the inmate/ward patient.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K10.	Moderate knowledge of various dental procedures (e.g., prophylaxis, restorative procedures, oral surgery, prosthetics, dental x-ray, etc.) to effectively assist the dentist.
K11.	Moderate knowledge of dental terminology (e.g., names and numbers of teeth, tooth anatomy, medications, facial anatomy, dental procedures, etc.) to effectively communicate with the dental team.
K12.	Basic knowledge of safety and security issues in a correctional setting (e.g., inmate to staff relations, various alarm systems, tool control, contraband, searching, etc.) to maintain a secure and safe working environment.
K13.	Moderate knowledge of dental office procedures (e.g., dental record keeping, inmate/ward patient information confidentiality, appointment scheduling and tracking, inventory control, laboratory case tracking, injury and illness prevention program, disposal of hazardous and bio-hazardous dental waste, etc.) to assist in maintaining an efficient dental department.

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	Skill to:
S1.	Communicate effectively at a level required for successful job performance.
S2.	Identify the more common dental instruments in order to effectively assist in dental procedures.
S3.	Identify the more common dental equipment in order to effectively assist in dental procedures.
S4.	Identify the more common dental materials in order to effectively assist in dental procedures.
S5.	Mix dental materials in order to effectively assist in dental procedures.
S6.	Prepare dental accessories in order to have them readily available for dental procedures.
S7.	Analyze situations accurately and adopt an effective course of action for successful job performance.
S8.	Follow directions to successfully complete assigned duties.
S9.	Maintain effective working relationships with health care professionals and others to be successful in achieving a common goal.
S10.	Treat inmate/ward patients and co-workers respectfully in order to maintain a professional working environment.
S11.	Keep records and make reports in order to effectively document necessary information required for successful patient care.

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S12.	Handle dental instruments and materials carefully and dexterously to prevent injuries to oneself and others.
S13.	Organize and maintain dental equipment, instruments, and accessories (e.g., ordering inventory, tool control, etc.) in order to have an overall successful dental operation.
S14.	Anticipate dentist's needs in order to expedite timely and efficient dental procedures.
S15.	Work with (e.g., handling, disposing, etc.) various chemicals to perform the duties required in the overall operation of the dental clinic.
S16.	Expose x-rays accurately and effectively to be used by the dentist.
S17.	Develop x-rays in order to have a clear diagnostic picture to be used by the dentist.
S18.	Mount x-rays properly to be used by the dentist.
S19.	Operate a personal computer to successfully schedule and track inmate/ward patient and records.

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	Ability to:
A1.	Stand for long periods of time in order to provide continuous assistance to the dentist for lengthy dental procedures.
A2.	Handle dental instruments and materials with dexterity to prevent injuries to staff and inmate/ward patients.

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	Special Personal Characteristics:
SPC1.	Empathetic understanding of inmate/ward patients of a state correctional facility in order to develop a professional rapport.
SPC2.	Willingness to work in a state correctional facility in order to care for inmate/ward patients.
SPC3.	Emotional stability to handle stressful situations.
SPC4.	Patience in dealing with inmate/ward patients and co-workers.
SPC5.	Alertness and awareness of the correctional setting.
SPC6.	Keenness of observation in the correctional setting.
SPC7.	Tact in dealing with inmate/ward patients and co-workers to maintain effective working relations.

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	Special Physical Characteristics:
SPC1.	Sufficient strength, agility and endurance to perform during stressful situations.